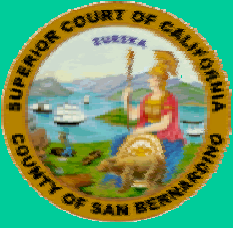


Superior Court of California
County of San Bernardino
Employment Opportunity



Court Paralegal

\$3,357 - \$4,289 approximate monthly (Effective 6/30/04)

Application deadline: April 15, 2005

Announcement # 05-008

The list resulting from this recruitment will be used to fill vacancies within the Victorville, Rancho and San Bernardino Courts. Incumbents may be assigned to any Court District within the County.

The Court Paralegal works under direction to assist attorneys in the preparation of legal documents, research, analysis and hearing/trial preparation.

Typical duties of Court Paralegal include, but are not limited to:

- Under direction of the Family Law Facilitator interviews self represented family law litigants. Informs concerned parties of laws, regulations, and procedures of the Court; explains scope of services, legal rights and Title IV-D cases initiated by the Department of Child Support Services; assists in the completion and submission of legal forms.
- Reviews law and motion matters, prepares draft orders; conducts research; prepares draft research opinions; reviews simple and discovery matters and demurrers.
- Interviews petitioners/plaintiffs and respondents/defendants to clarify facts in cases brought by the Department of Child Support Services.
- Reviews, corrects, completes and/or serve Judicial Council forms; gives instructions on copying, filing and service of processing using written instruction.
- Performs and provides computerized child and spousal support calculations.
- Types "Stipulations", "Findings and Orders after Hearing", routine notices, "Wage Assignments", "Earnings Withholdings Orders", etc. from Minutes Orders or handwritten stipulations

Requirements: Must meet the California Business and Professional Code §6450 requirements for a paralegal **and** have two years of increasingly responsible legal, court and/or judicial support experience that includes Family Law, child support and drafting legal documents or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and writing sample. A legible copy of your Certification of Completion from an American Bar Association accredited and certified paralegal program must be attached to the supplemental application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a competitive evaluation of qualifications based upon the application, supplemental application and writing sample. The most qualified candidates may be invited to an oral examination covering the following areas: Family Law practices and techniques; law and legal principles, practices and procedures; analytical and problem solving skills; interpersonal and communication skills. Candidates will be notified of the date of an oral exam approximately two weeks prior.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

03/28/05-cr/p

Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0302

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6894
Fax: (909) 387-6826
Email: personnel@courts.sbcounty.gov
Internet: www.sbcounty.gov/courts